FILES NEEDED FOR GROUP HOMES

ENROLLED CHILDREN'S FILES

❒ Emergency Information & Immunization Record Card

❒ Proof of immunization or exemption attached

❒ Special instruction (if any –i.e., bathing, swimming/water play, IEP for special needs)

❒ Attendance sheets

❒ Medication forms

❒ Field trip permission slip

❒ Modified diet, formula & written feeding instructions

❒ Notices of illness and infestation

❒ Toilet training instructions

❒ Transportation permission

❒ Custody papers

OTHER DOCUMENTATION REQUIRED

❒ Menus (post weekly)

❒ Documentation of each accident, emergency & injury

❒ Copy of driver's license (if transporting)

❒ Car insurance, if applicable

❒ Field trip permission & attendance records

❒ Copies of all service and repair records on vehicles

❒ Evacuation drills & smoke detector checks

❒ Certificate of Insurance

❒ Documentation of home closures/injuries and emergency responses

❒ Notifications of diseases or infestations to parents

❒ Gas inspection, if applicable

❒ ADHS reports/corrections

❒ Documentation of suspected abuse or neglect

❒ Rabies Vaccination (dogs, cats & ferrets)

❒ Pool water tests

❒ Copies of basic water rescue training, if applicable

PROVIDER AND STAFF MEMBER'S FILES

❒ Name, address, phone number

❒ Good faith reference checks of 2 previous employers, (staff members only)

❒ High school diploma or GED

❒ Date of Birth

❒ Annual training documentation

❒ Date of employment and job title

❒ Negative TB skin test or chest x-ray

❒ Immunization statement or shot record

❒ Attendance records

❒ New staff training within 10 days of hire

❒ First aid &/or CPR certificates

❒ Fingerprint Registration Documentation:
  Criminal History Affidavit
  Fingerprint Application
  Fingerprint Clearance Card

PROVIDER FILE, (in addition to above)

❒ Orientation Certificate of Completion

HOUSEHOLD MEMBER'S FILES

❒ Name, address, phone number

❒ Immunization statements or shot records

❒ Fingerprint Registration Documentation

❒ Date of Birth

❒ Relationship to certificate holder/provider

❒ TB test results (age 12 yrs & older)